

South Carolina Department of Disabilities and Special Needs

PDD Program Clinic-Based Approval Process and Operating Regulations

The Pervasive Developmental Disorder Program was funded and approved based on the concept of intensive in-home intervention. As such, all approved Providers must offer home-based EIBI services. However, children can receive EIBI services in a clinic-based setting if the Provider obtains approval from DDSN prior to the initial opening of the clinic and annually thereafter. Although some Providers may offer clinic services as an option, a child may receive no more than 50% of their EIBI services in a clinic environment.

EIBI Providers interested in providing clinic-based services through the PDD Program will be subject to the following approval process and operating regulations.

Procedures

Application Process

1. EIBI Providers interested in providing clinic-based services must contact the Autism Division PDD Consultant and request an **Application for Approval for an EIBI Clinic**. Upon receipt of the request, the Consultant will forward the Provider an application and a copy of the **PDD Program Clinic-Based Approval Process and Operating Regulations**.
2. Applications and required supporting documentation must be returned to the Autism Division PDD Consultant at least 90 days prior to the initial opening of a clinic and annually thereafter, 60 days before the expiration of the current Approval Certification. A separate application will be required for each clinic opened.
3. Clinic services must be provided in accordance with the PDD Manual, the **Application for Approval for an EIBI Clinic**, the **PDD Program Clinic-Based Approval Process and Operating Regulations**, and any applicable Federal, State and/or Local laws.

Approvals

1. An application for the approval to operate a clinic must be completed using appropriate PDD Program forms and must be signed by the individual responsible for the clinic.
2. After giving the applicant at least two working days notice, DDSN may arrange an on-site visit to the proposed clinic for determining compliance with applicable standards, regulations and policies.
3. Prior to providing services initially, Fire officials must inspect the clinic to determine compliance with appropriate regulations and must put in writing on appropriate forms the results of their inspection.

4. The Autism Division PDD Consultant will review the completed application, required supporting documentation (e.g. Fire Marshal Inspection Report, property owner correspondence, proof of Liability Insurance), written policies and other information specified by DDSN to make a determination of issuance or non-issuance of approval and will take one of the following actions:
 - Issue a Regular Approval Certificate if all the provisions of the standards, policies and regulations for operation of a clinic have been met.
 - Issue a Provisional Approval Certificate with an accompanying correction notice if one or more violations have been cited which do not seriously threaten the health, safety, or well-being of children and/or staff.
 - Deny the issuance of a certificate if one or more violations seriously threaten the health, safety, or well-being of the children and/or staff.
5. If an approval is issued, the Autism Division PDD Consultant will mail the Approval Certificate to the EIBI Provider of record. The Approval Certificate will state clearly the name of the Provider, Clinic Director, the address of the clinic, and the date on which the approval was issued and will expire.
6. If a Provisional Approval Certificate is issued, the Autism Division PDD Consultant will notify the Clinic Director in writing of violations to be corrected. The Clinic Director must submit a written Plan of Correction within 15 days of receipt of this notice. A Provisional Approval Certificate will allow the clinic to operate for a maximum of 90 calendar days, after which time the violations must be corrected or clinic operation ceased until compliance is reached.
7. If an approval is denied, the Autism Division PDD Consultant will give the applicant written notice by certified mail indicating the reason(s) for the denial.
8. If a clinic is found to be in operation after an application has been denied, the Medicaid agency will be notified to start recoupment proceedings.

Provisions of the Approvals

1. A Regular Approval Certificate issued to the clinic shall be valid for one year from the date of issuance, unless revoked by DDSN.
2. A Provisional Approval Certificate issued to the clinic shall be issued for a period within which the deficiencies must be corrected (no more than 90 calendar days).
3. A Provisional Approval Certificate will be amended to a Regular Approval Certificate when all deficiencies have been verified as corrected.

Inspections and Technical Assistance

1. The Autism Division PDD Consultant may visit and inspect a clinic at anytime during the hours of operation without prior notice to verify compliance.
2. The Autism Division PDD Consultant or their designee will provide at least two working days notice to the Clinic Director prior to conducting an initial or renewal inspection.
3. The DDSN designee has the right to interview staff and parents relating to compliance.
4. Upon receipt of a complaint, the Autism Division PDD Consultant will conduct an unannounced inspection of the clinic to investigate the complaint.
5. The Clinic Direct may request technical assistance from DDSN. DDSN shall provide technical assistance to the Director as requested.

Reasons for Denial of Application

1. An approval may be denied, revoked or not renewed by the Autism Division PDD Consultant if cited deficiencies threaten serious harm to the health and/or safety of the children.
2. An approval may be denied, revoked or not renewed by the Autism Division PDD Consultant if the Center Director or staff has been determined to have abused or neglected any child as defined by the DDSN policy Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contract Provider Agency.

Reporting of Changes Affecting Approvals

1. The Clinic Director shall immediately report to the Autism Division PDD Consultant when an occurrence takes place that may affect the status of the approval including but not limited to the following:
 - Change in Director or ownership;
 - Change in Center location; and
 - Major renovations or alterations to the building.

Approval Renewals

1. The Clinic Director must contact the Autism Division PDD Consultant prior to the expiration date of the current Approval Certificate and request an application for the up-coming calendar year. Upon receipt of the request, the Consultant will forward the Clinic Director/Provider an application and a copy of the **PDD Program Clinic-Based Approval Process and Operating Regulations**.

2. Applications and required supporting documentation must be returned to the Autism Division PDD Consultant at least 60 days before the expiration of the current Approval Certification. A separate application will be required for each clinic.

Programming

1. Each child must have their own Treatment Notebook.
2. All therapy sessions must be provided in a face-to-face one-to-one manner.
3. Documentation must be maintained and submitted as required by the PDD EIBI procedures for date management.